

# **Treetops Hospice Trust**

**Annual report and consolidated accounts**

**for the year ended 31 March 2009**

**Charity number: 519540**

**Company number: 1801708**

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# **Treetops Hospice Trust**

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# **Treetops Hospice Trust**

## **Report of the trustees for the year ended 31 March 2009**

The trustees are pleased to present their report together with the financial statements of the charity for the year ending 31 March 2009.

### **Reference and administrative information**

#### **Trustees & directors**

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

The trustees serving during the year and since the year end were as follows:

|                           |                                                                                                                                                                             |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Chairman:</b>          | Mr M O'Brien                                                                                                                                                                |
| <b>Vice Chairman:</b>     | Ms M King                                                                                                                                                                   |
| <b>Treasurer:</b>         | Mr G Saville                                                                                                                                                                |
| <b>Elected trustees:</b>  | Mr J Davis (appointed 30 March 2009)<br>Dr J Dornan<br>Mr M Fox<br>Dr H Godridge<br>Mrs J Heath<br>Mr R Webster<br>Mrs S Basker (resigned 29 September 2008)<br>Mr A Wardle |
| <b>Chief Executive:</b>   | Ms C Janes (retired 28 February 2009)                                                                                                                                       |
| <b>Company Secretary:</b> | Mr R Thomas                                                                                                                                                                 |

# **Treetops Hospice Trust**

## **Report of the trustees for the year ended 31 March 2009 (continued)**

|                           |                                                                                      |
|---------------------------|--------------------------------------------------------------------------------------|
| <b>Charity number:</b>    | 519540                                                                               |
| <b>Company number:</b>    | 1801708                                                                              |
| <b>Registered office:</b> | Treetops Hospice<br>Derby Road<br>Risley<br>Derby<br>DE72 3SS                        |
| <b>Auditors:</b>          | Cedar Audit Limited<br>The Greenhouse<br>106-108 Ashbourne Road<br>Derby<br>DE22 3AG |
| <b>Bankers:</b>           | Alliance & Leicester plc<br>Bridle Road<br>Bootle<br>Merseyside<br>GIR 0AA           |
| <b>Solicitors:</b>        | Ellis Fermor & Negus<br>2 Devonshire Avenue<br>Beeston<br>Nottingham<br>NG9 1BS      |

## **Structure, Governance and Management**

### **Governing Document**

Treetops Hospice is a registered charity and company limited by guarantee without a share capital and was set up on 20<sup>th</sup> March 1984 under the name Draycott Hospice Association. The name of the company was changed to Treetops Hospice Trust on 21<sup>st</sup> June 1993. The charity's governing document is its Memorandum and Articles of Association (last amended on 24<sup>th</sup> November 2008), which restrict the charity's operations to all such lawful acts as are incidental or necessary to the attainment of its objectives.

## **Objectives of the Charity**

The objectives of the charity are contained in full in the Memorandum and Articles of the charity. They are also clearly stated in the Mission, Principles and Values statement and are summarised as follows:

- To provide palliative care services to adults living in Southern Derbyshire and Nottinghamshire who are suffering from life-limiting conditions, their families and significant carers
- To contribute to the development of palliative care services within Southern Derbyshire and Nottinghamshire
- To engage in such activities as to raise sufficient funds which will enable the charity to achieve its objectives and provide care and treatment of persons suffering from life-limiting illnesses

These objectives are met through the provision of care services as follows:

- Day Care Provision
- Bereavement Support
- Complementary Therapy
- Hospice at Home
- Volunteer Home Sitting
- Carer Support
- Out Patient Clinic
- Education

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit. They are confident that the aims and objectives of the charity as manifested in the services it offers, both provide a public benefit and enhance the lives of the people who use the services.

## **Management**

The responsibility to ensure appropriate management of the charity is vested in the Board of Trustees, a third of which are elected annually by the members of the Company. To assist the Board in discharging and achieving its responsibilities, it receives regular reports on some aspects of its principle functions from the Finance and Income Generation, the Clinical and the Ripple Appeal committees. These committees consist of members of the Board of Trustees and key members of staff. Each of these committees meets a minimum of six times a year reporting on and reviewing all the financial and clinical activity of the charity. The Board meets six times a year with additional meetings as needed.

The Chief Executive, who leads the management team, is responsible to the Board of Trustees for the day-to-day management of the charity and the execution of the policies and strategies defined by the Board through its committees.



## **Appointment, Induction and Training of Trustees**

In November 2005, Trustees took time out to consider Governance issues and, following an Away Day, agreed to adopt the seven principles contained in Good Governance – a Code for the Voluntary and Community Sector (2005, ACEVO, ACSA, NCVO on behalf of The National Hub of Expertise in Governance), adapting them to suit the needs of the charity.

In 2007 the Board agreed a written structure for the induction of new Trustees, and a code of conduct for Trustees and the Chief Executive. Trustee induction is managed by the Chief Executive and the Company Secretary and includes written information on the following topics

- The legal status of the charity and governance
- The structure and staffing of the organisation
- Finance information
- Policies and strategy
- Professional advisers

In addition, new Trustees are encouraged to spend time in the Hospice to meet individual members of the organisation and patients. All new Trustees will spend time with the Chair of the Board and the Chief Executive at an early stage. The charity subscribes to Governance a journal for Trustees, officers receive individual copies and a copy is held in the general office and Trustees are given information on relevant training courses.

## **Risk Management**

The Board has agreed a risk management structure for the organisation and has identified the major risks to which the organisation is exposed. Appropriate mitigating action has been taken and significant external risks to funding have been reviewed in 2008. Internally, the Health and Safety committee continue to ensure that all relevant issues are considered and addressed at departmental level and the Health and Safety Responsible Person prepares bi-annual Health and Safety reports for the Board.

## **Strategy and Organisation**

The Board of Trustees set the strategic direction of the charity through the preparation of a five-year business plan. A plan was agreed in February 2003 and covered the period 2003 to 2008. It was the intention of the Board that a new five year business plan be developed during 2008/9 but due to the serious illness of the Chief Executive and her subsequent early retirement this had to be put on hold. In the meantime the Chairman, with departmental managers, continued to develop operational plans and organisational objectives that are encapsulated in the annual budget, which is approved by the Board. Progress towards achieving objectives is monitored and reviewed through the respective Board and Sub Committee meetings of the Trustees. All activities of the organisation are monitored and reviewed by the Trustees through the production of monthly management accounts and care service delivery statistics, and bi-monthly reports to the Board by Departmental managers.

## **Governance**

Trustees held an away day to address the issues of Governance and Trusteeship within the charity. They agreed to adopt the Good Governance code produced by ACEVO and the NCVO on behalf of the National Hub of Expertise in Governance (2005), and will work towards ensuring that the principles are applied in practice by:

- Adapting the code to the needs of the organisation
- Working with the Chief Executive to develop an action plan to implement working practices
- Monitoring the performance of the Board against the action plan
- Auditing/Evaluating the work of the Board through annual Away Days

Clinical Governance is the remit of the Clinical Sub Committee.

## **Volunteer Services**

The Hospice works with 450 volunteers who support and enrich the work of the organisation in every department including the funding and retail companies. Volunteers receive a general, two and a half hour induction to the Hospice and this is followed by extensive training to prepare them for working in specific departments. Over the last 12 months, we have recruited volunteers into all areas of the organisation. This is in addition to recruiting volunteers to replace those lost through 'natural wastage'. (This is often because of changed family circumstances such as bereavement, illness or being needed to care for grandchildren, but can also be because a volunteer has successfully secured paid work as a result of their positive volunteering experience.) We have careful selection procedures for volunteers as it is important that the volunteer has his/her motivations met as well as satisfying the needs of the various departments within the organisation. Volunteers are to be commended for their commitment, not only to their roles, but also to attending statutory training and support meetings.

Trustees are aware that the value of volunteers to the Hospice goes well beyond monetary considerations, but the time they give voluntarily equates to a saving of salary costs that amounts to around £750k (calculations are based on minimum wages). There is absolutely no doubt that the Hospice would not be able to provide the services it does without the support received from volunteer staff and we are indebted to their generosity.

## **Objectives and Activities**

### **Funding Sources**

#### **Financial Review**

The Charity's gross income increased from £1,726,822 to £1,804,007, an increase of 4.0%. Gross costs increased from £1,361,988 to £1,503,604 an increase of 10.4%, which were within the targets approved in the budget.

During the year legacy income totalling £119,408 was received. It is the policy of the Board of Trustees that, whenever possible, legacy income should be used to increase the financial reserves of the organisation.

#### **Treetops Funding Limited and Treetops Retail Limited**

In 2003 Treetops Retail Limited was created for the Retail Shops and Catering operation. The company is VAT registered. Treetops Funding Limited now operates the Treetops Hospice Lottery only.

The Charity's wholly owned trading subsidiaries carry out non-charitable trading activities for the Charity. During the year the funding and retail companies made gift-aid payments of £168,145, of taxable profits to the charity, an increase of 3.3% over the previous year.

#### **Funding Company – Treetops Hospice Lottery**

The Funding Company's turnover increased from £263,068 to £272,748 (3.6%) and profit increased from £76,515 to £90,883 (19%). This has been another record year for the Lottery and despite the down turn in the economy.



## **Retail Company**

The Retail Company's turnover increased from £364,740 to £396,284 (8.6%) however costs rose to £321,558 an increase of 19% and consequently profit was down from £94,466 to £74,726 (26%). The principle reasons for this were increased running costs and investment in a warehouse operation, which should show an impact on the figures in 2009/10.

## **Fundraising**

Internal fundraising includes income from events, donations, industry and trusts. Income from events is variable and not accurately predictable, it is hoped that dependence on this income will be reduced, whilst sustainable income generation will be increased through the implementation of the fundraising strategy. As a priority, the legacy strategy will be implemented and income from regular giving will be developed.

Other Fundraising activities including donations and sponsorship fell by 17% to £232,816. The Trustees are of the opinion that the increased support for the Ripple capital appeal has impacted on the Hospice's other fundraising activities.

## **Investment**

The Charity's liquid assets are held solely in interest bearing investment accounts and it does not have any investments, other than the £10,000 invested in Treetops Funding Limited and £1,000 in Treetops Retail Limited. The amount of interest received increased by £26,546 to £44,758.

## **Reserves Policy**

The stated policy of the Trustees is to work towards developing reserves to a level equivalent to three months operating costs as a minimum and a maximum of twelve months operating costs in order to provide a buffer for uninterrupted service delivery given the need to match variable income with fixed commitments and the nature of the reserves. As can be seen from the financial statements the total net current assets of the hospice stand at £886,825 as at March 31<sup>st</sup> 2009, of this figure £403,713 are available funds. Restricted funds include £27,562 relating to the Families Bereavement Project, which started in July 2008 and £455,550 relating to the Ripple Appeal. The Board reclassified £170,000 of unrestricted funds held in the reserves to the Ripple Appeal fund.

## **The Ripple Appeal**

In 2003 the Trustees agreed to launch a Capital Appeal under the name of the Ripple Appeal to raise funds for the building of a new annex to the existing Hospice in order to provide a dedicated Day Care Unit with more Complementary Therapy facilities.

During 2008/2009 the Ripple Appeal raised an amount of £216,794 net of direct costs, and at the end of the year the Appeal fund stood at £455,550.



## **Review of the period's activities**

### **Provision of Care**

During 2008/2009 the organisation continued to work in partnership with other providers of health care in the delivery of effective palliative care to the local community. Collaborative work forms part of national initiatives and Treetops Hospice works alongside both Southern Derbyshire and Nottinghamshire PCT commissioners who oversee the provision of local services with the aim of ensuring that resources are used to the best advantage of those in need of palliative care. The Hospice also works closely and collaboratively with other health care providers such as District Nursing Services, local General Practitioners, local hospital units, bedded hospice units, specialist nurses and hospital doctors and consultants and other providers of home care such as Marie Curie Cancer Care and Nottinghamshire Hospice. The aim is to dovetail services ensuring that the patient, their family and friends retain their voice and are truly at the centre of the care provided.

### **Who uses the services of Treetops Hospice?**

Treetops Hospice with the exception of our multiple sclerosis group provide care and support to patients who have been diagnosed with life-limiting illnesses and are in the later stages of their journey. It is our aim to provide care where the patient prefers and ultimately to give them a real choice of dying in their own homes. Care and support also extends to patients carers and families.

Over recent years we have been able to extend our service provision to include Derby City Primary Care Trust, the southern area of Derbyshire County PCT, Nottingham City PCT and the south-western area of Nottinghamshire County Teaching PCT.

Treetops Hospice Bereavement Support services are available to anyone in the community regardless of any prior contact with other services.

All services provided by Treetops Hospice are free of charge.

Overall clinical service objectives for the period were as follows:

- To increase service delivery to the maximum allowed by departmental budgets ensuring that service level agreement targets were, as a minimum, met
- To monitor the quality of service delivery by seeking the opinions of service users and district nursing services and ensure that the results of audit/evaluation are fed back appropriately to those delivering the services and the Board of Trustees
- To develop new services as agreed by trustees and within the limits set by the budget

Overall, the total number of patients receiving care during the year increased by 20% over the previous year. A total of 863 individuals received care; of these, 645 were new patients who registered with the clinical services for the first time. Overall, 16% of new patients who registered with Treetops Hospice during the year had a non-cancer diagnosis.

Of the 863 people cared for over the period, 419 (49%) compared with 398 (56%) in the previous year died within the year. Of the patients who died during the year, 298 (71%) died at home, 57 died in hospital, 42 in specialist palliative care units and 22 in other places i.e. nursing homes.

National research shows that most people with cancer, given a choice, would wish to die at home. Within our services the percentage of patients who stated a preference of place of death was 54% and of those 90% achieved their preference. This reflects the effectiveness of collaborative working with other health professionals and home care providers in our local community whose remit is in helping patients to die in the place of their choice.

The service objectives stated above were all achieved.

Audit/evaluation is continuous in all departments and results indicate that patients are extremely satisfied with the care they receive. The results of audit/evaluation are submitted to and scrutinised by the Clinical Sub-Committee and circulated to the Board.

The catchment area for the Hospice follows the boundaries of Southern Derbyshire and Greater Nottingham. In total the catchment area has a population in excess of 900,000.

### **Hospice at Home**

Caring for someone with a life-limiting illness at home, 24 hours a day can be both physically and emotionally exhausting. Patients are often admitted to hospital, or hospice, because the family or carers can no longer cope. By providing extra care and support in the home, it is possible to alleviate some of the strain felt by carers and allow the patient to remain at home, if that is their wish, and to die, with dignity, in the place of their choice.

A team of qualified nurses and experienced health care assistants is available 24 hours a day, 365 days a year. The service is managed by the Clinical Services Director and provides skilled, specialist palliative care, at home, to those who have life-limiting illnesses.

### **Performance Targets**

Service delivery targets are set within the service level agreements on which statutory funding is based as follows:

| <b>Service Level Agreement</b> | <b>Target Contact Hours</b> | <b>Actual Contact Hours</b> |
|--------------------------------|-----------------------------|-----------------------------|
| <b>Derbyshire</b>              | 15,000                      | 14,786                      |
| <b>Nottinghamshire</b>         | 4,000                       | 4,365                       |

The Hospice at Home service contract with Derbyshire Primary Care Trusts fell short by 1.4%.

The Hospice at Home service contract with Nottingham Primary Care Trusts was exceeded by just over 9% despite the agreed increase in contracted hours from 2,500 to 4,000.

3,024 homecare visits were provided during the year with, an increase of 296 visits (11%) above the previous year.

The total number of patients registered during the period was 459 an increase of 4% over the previous year. Of these, 406 people received care for the first time from Treetops Hospice during the year. There were a total of 650 referrals to the service during the year, an increase of 8% over the previous year.

Audit and evaluation of the service is now a continuous process and the results are fed back to the Board via the Clinical Sub-Committee. In 2010 the department will again aim to maximise its service delivery within the constraints of the budget, revise and develop the audit/evaluation tools in use, and aim to monitor actual provision against agreed targets and ensure that the statutory funding is compatible with the actual level of service provision.

### **Day Care Unit**

Day Care gives people with life-limiting illnesses the opportunity to meet other people, in similar situations, in a secure, caring environment. The aim of Day Care is to improve the patient's quality of life, wherever possible, by providing skilled, high quality care with particular regard given to the management of physical, social, emotional and spiritual needs. A change of environment, social stimulation and activities, appropriate to each individual, are integral parts of the service.

The total number of patients accessing Day Care during the year was 165. Of these 67 guests attended for the first time. There were 118 referrals to the unit. Performance, measured against service level agreements, was as follows:

| Service Level Agreement | Target Attendances | Actual Attendance |
|-------------------------|--------------------|-------------------|
| Derbyshire              | 2,000              | 2,156             |
| Nottinghamshire         | 215                | 237               |

As can be seen from the above, the service level targets for both Derbyshire and Nottinghamshire were exceeded.

Patients in Day care can access therapeutic activities including complementary therapies such as hand, head and foot massage; and creative therapy.

### Complementary Therapy

Complementary Therapies are available to patients, carers and the bereaved. The aim is to provide treatments that enable people to cope more effectively with their situation in terms of managing physical and emotional symptoms. Fully qualified therapists offer Aromatherapy, Reflexology, Reiki and Indian head and shoulder massage. Overall, the total number of individual treatments provided increased over the previous year from 556 to 653. No service level agreement exists with for the service and therefore the funding is wholly charitable and this has limited the development of the service over the year.

| Complementary Therapy Activity | Target Treatments | Actual Treatments |
|--------------------------------|-------------------|-------------------|
| Derbyshire                     | 0                 | 604               |
| Nottinghamshire                | 0                 | 43                |
| Leicestershire                 | 0                 | 6                 |

### Art Therapy Service

Plans have been made to develop an Art Therapy service within the Hospice. This will be in addition to the Creative therapy that is already provided within Day Care.

### Carers Support

The group meets twice a month on a Wednesday between 2pm and 4pm. This year 43 carers accessed the group on a total of 334 visits. The Hospice provides occasional guest speakers or a facilitated session on a specific subject chosen by the group. There is a quarterly newsletter sent out to carers giving information and news of caring issues. One of the volunteers recently won an award for his volunteering with the Carers group and was also invited to meet the Queen and Duke of Edinburgh. The group is also a member of Carers UK.

### Out Patient Clinic

The charity has continued to host an outpatient clinic staffed by a medical consultant from the local NHS palliative care unit in Derby. This allows the charity to refer patients to the clinic if medical intervention is required and reduces the need for many local people to travel to the city centre for medical assessment. No funding is received for this service and so there are no service level agreements. However, the department aims to increase the number of patients seen on a year-by-year basis whilst remaining conscious of the need not to exceed the agreed budget. The total number of clinic attendances rose compared to last year.

|                                    | 07/08 | 08/09 |
|------------------------------------|-------|-------|
| Total number of clinic attendances | 152   | 182   |

The rotation of members of the Day Care Unit staff through the clinic, in order to develop and maintain their specialist palliative care knowledge and skills, has continued with positive benefits. Co-ordination of the clinic has become a defined role for one of the Day Care Unit Staff Nurses.

### **Bereavement Support Services**

Bereavement is almost invariably a sad and often emotionally painful and draining experience but it is a natural process and many people would not want any intervention from anybody other than friends or relatives. For some people, however, it is known that help from outside the family is beneficial. Support is provided to those who have had contact with the Hospice and those with no previous contact. Our philosophy states that we only accept self referral to the service as this is the best indicator that they are ready to engage in the therapeutic process. The service is managed by a BACP accredited counsellor who works with a team of, specially trained, volunteers that includes qualified counsellors, counsellors in training and individuals who have accessed the in-house bereavement training course. The team, in addition to providing individual one to one support sessions for individual clients, assists the Counsellor in contacting all families following their bereavement by letter and telephone.

| <b>Service Level Agreement</b> | <b>Target Contacts</b> | <b>Actual Contacts</b> |
|--------------------------------|------------------------|------------------------|
| <b>Derbyshire</b>              | 600                    | 836                    |
| <b>Nottinghamshire</b>         | 0                      | 103                    |
| <b>Leicestershire</b>          | 0                      | 51                     |

The Bereavement Support service contract with Derbyshire Primary Care Trusts was exceeded by just over 39% despite the agreed contracted increase.

The total number of clients receiving bereavement support during the year was 194, an increase of 24% over the previous year.

### **Families Bereavement Support Service**

In July 2008, bereavement support was rolled out to include families, young people and children, with the recruitment of a Families Practitioner. The Families Practitioner has a Social Work background and this has proved highly beneficial, not least in respect of producing the required current legal documentation relevant to the service.

This service is now being supported by three volunteer qualified counsellors who have experience of working with young people and this has proved beneficial in respect of organising workloads, supervision and training.

During the period, the total number of young people and families who accessed the service was 18 and 99 sessions took place.

### **Trustees responsibilities in relation to the financial statements**

Company law requires the trustees to prepare financial statements that give a true and fair view of the state of the affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make sound judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is appropriate to presume that the charity will not continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 1985. The trustees are

also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **Auditors**

A resolution will be proposed at the Annual General Meeting that Cedar Audit Limited be re-appointed as auditors to the charity for the ensuing year.

By order of the trustees

A handwritten signature in black ink, appearing to read 'Mr M O'Brien', written over the printed name.

Mr M O'Brien (Chairman)

Date: 27/7/09

# Treetops Hospice Trust

## **Independent Auditor's Report to the trustees of Treetops Hospice Trust**

We have audited the financial statements of Treetops Hospice Trust for the year ended 31 March 2009 which comprise the Consolidated Statement of Financial Affairs, the Consolidated Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charity's trustees, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of the trustees and auditors**

As described in the Statement of Trustees' Responsibilities the trustees (who are also the directors of Treetops Hospice Trust for the purposes of company law) are responsible for the preparation of the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Annual Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and other transactions is not disclosed.

We read the Trustees Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

### **Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.



## Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice of the state of the group and the company's affairs as at 31 March 2009, and of its incoming resources and application of resources, including its income and expenditure, in the year then ended; and
- the financial statements have been properly prepared in accordance with the Companies Act 1985.

Cedar Audit Ltd

Cedar Audit Limited  
The Greenhouse  
106-108 Ashbourne Road  
Derby  
DE22 3AG

Date: 6 August 2009



# Treetops Hospice Trust

## Consolidated statement of financial activities for the year ended 31 March 2009

|                                               | Note  | Restricted<br>Funds<br>2009<br>£ | Unrestricted<br>Funds<br>2009<br>£ | Total<br>2009<br>£ | Total<br>2008<br>£ |
|-----------------------------------------------|-------|----------------------------------|------------------------------------|--------------------|--------------------|
| <b>Incoming resources</b>                     |       |                                  |                                    |                    |                    |
| Incoming resources from generated funds       |       |                                  |                                    |                    |                    |
| - Voluntary income                            | 3     | 235,065                          | 273,164                            | 508,229            | 578,648            |
| - Activities for generating funds             | 4     | -                                | 780,438                            | 780,438            | 755,188            |
| - Investment income                           | 5     | -                                | 44,758                             | 44,758             | 18,212             |
| Incoming resources from charitable activities | 6     | -                                | 470,582                            | 470,582            | 374,774            |
| Total incoming resources                      |       | 235,065                          | 1,568,942                          | 1,804,007          | 1,726,822          |
| <b>Resources expended</b>                     |       |                                  |                                    |                    |                    |
| Cost of generating voluntary income           | 7     | 16,076                           | 666,087                            | 682,163            | 580,266            |
| Charitable activities                         | 8,18  | 17,168                           | 792,314                            | 809,482            | 766,429            |
| Governance costs                              | 9     |                                  | 11,959                             | 11,959             | 15,293             |
| Total resources expended                      | 10    | 33,244                           | 1,470,360                          | 1,503,604          | 1,361,988          |
| <b>Net incoming resources</b>                 |       | 201,822                          | 98,582                             | 300,404            | 364,834            |
| Reclassification of funds                     |       | 170,000                          | (170,000)                          | -                  |                    |
| <b>Fund balance at 31 March 2008</b>          |       | 121,294                          | 808,225                            | 929,519            | 564,685            |
| <b>Fund balance at 31 March 2009</b>          | 18,19 | 493,116                          | 736,807                            | 1,229,923          | 929,519            |

# Treetops Hospice Trust

## Consolidated balance sheet as at 31 March 2009

|                           | Note  | Group            |                | Trust            |                |
|---------------------------|-------|------------------|----------------|------------------|----------------|
|                           |       | 2009<br>£        | 2008<br>£      | 2009<br>£        | 2008<br>£      |
| <b>Fixed assets</b>       |       |                  |                |                  |                |
| Tangible assets           | 12,13 | 343,098          | 359,260        | 328,032          | 341,072        |
| Investments               | 14    | -                | -              | 11,000           | 11,000         |
|                           |       | <u>343,098</u>   | <u>359,260</u> | <u>339,032</u>   | <u>352,072</u> |
| <b>Current assets</b>     |       |                  |                |                  |                |
| Stocks                    |       | 2,443            | 6,865          | 966              | 4,350          |
| Debtors                   | 15    | 68,661           | 55,580         | 52,062           | 39,024         |
| Cash at bank and in hand  |       | 923,956          | 625,073        | 894,987          | 600,222        |
|                           |       | <u>995,060</u>   | <u>687,518</u> | <u>948,015</u>   | <u>643,596</u> |
| <b>Creditors</b>          | 16    | <u>108,235</u>   | <u>117,259</u> | <u>88,237</u>    | <u>101,140</u> |
| <b>Net current assets</b> |       | <u>886,825</u>   | <u>570,259</u> | <u>859,778</u>   | <u>542,456</u> |
| <b>Net assets</b>         | 20    | <u>1,229,923</u> | <u>929,519</u> | <u>1,198,810</u> | <u>894,528</u> |
| <b>Capital funds</b>      |       |                  |                |                  |                |
| Restricted funds          | 18    | 493,116          | 121,294        | 493,116          | 121,294        |
| Unrestricted funds        | 19    | 736,807          | 808,225        | 705,695          | 773,234        |
|                           |       | <u>1,229,923</u> | <u>929,519</u> | <u>1,198,810</u> | <u>894,528</u> |

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the board and signed on it's behalf:

  
Mr M O'Brien (Chairman)

Date: 27/7/09

  
Mr G Saville (Treasurer)

Date: 27/7/09

The notes form part of these financial statements

# **Treetops Hospice Trust**

## **Notes to the financial statements for the year ended 31 March 2009**

### **1. Accounting policies**

#### **a) Basis of accounting**

The financial statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards and the Accounting and Reporting by Charities: Statement of Recommended Practice (revised 2005).

The statement of financial activities (SOFA) and the balance sheet consolidate the financial statements of the charity and its subsidiary undertakings. The results of the subsidiaries are consolidated on a line by line basis.

The charity has taken advantage of section 230 of the Companies Act 1985 and has not included a separate SOFA of its own.

#### **b) Company status**

The Hospice is limited by guarantee and every member undertakes to contribute such an amount, not exceeding £1, as may be required in the event of the charity being wound up while he is a member, or within one year after he ceases to be a member, for payment of the debts and liabilities of the company.

#### **c) Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements. Restricted funds are funds which are used in accordance with specific restrictions imposed by donors or Trustees, which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

#### **d) Incoming resources**

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the charity when this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

# **Treetops Hospice Trust**

## **Notes to the financial statements for the year ended 31 March 2009**

### **e) Resources expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of the resources. Premises overheads have been allocated on a floor area basis and other overheads have been allocated on the basis of a head count.

Fund raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out. Management and administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

### **f) Tangible fixed assets**

Depreciation is provided on tangible fixed assets at the following annual rates in order to write off each asset over its estimated useful life:

|                        |                                                |
|------------------------|------------------------------------------------|
| Freehold buildings     | - equal annual instalments over estimated life |
| Leasehold property     | - 2% on reducing balance                       |
| Fixtures and equipment | - 25% on reducing balance                      |
| Motor vehicles         | - 25% on reducing balance                      |

### **g) Stocks**

Stock consists of purchased goods for resale and donated goods to be sold. Stocks are valued at the lower of cost and net realisable value.

### **h) Pension costs**

Contributions in respect of the Hospice's defined contribution schemes are charged to the SOFA for the year in which they are payable.

### **i) Operating leases**

Rent applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the SOFA.

# Treetops Hospice Trust

## Notes to the financial statements for the year ended 31 March 2009

### 2 Net income from trading activities of the subsidiaries

The charity has two wholly owned subsidiaries which are incorporated in the UK, Treetops Funding Limited and Treetops Retail Limited. The companies gift their taxable profits to Treetops Hospice Trust under the Gift Aid provisions. A summary of the trading results is shown below. Audited accounts have been filed with the Registrar of Companies.

| <b>Profit and loss account</b>                     | <b>Retail<br/>2009<br/>£</b> | <b>Funding<br/>2009<br/>£</b> | <b>Total<br/>2009<br/>£</b> | <b>Total<br/>2008<br/>£</b> |
|----------------------------------------------------|------------------------------|-------------------------------|-----------------------------|-----------------------------|
| Hospice Lottery receipts (inc. prizes not claimed) |                              | 272,748                       | 272,748                     | 263,068                     |
| Shop sales                                         | 343,980                      |                               | 343,980                     | 313,156                     |
| Catering                                           | 52,303                       |                               | 52,303                      | 51,584                      |
|                                                    | <hr/>                        |                               |                             |                             |
|                                                    | 396,283                      | 272,748                       | 669,031                     | 627,808                     |
| Prizes                                             |                              | (72,200)                      | (72,200)                    | (72,200)                    |
| Cost of shop sales                                 | (13,369)                     |                               | (13,369)                    | (9,708)                     |
| Catering supplies                                  | (20,378)                     |                               | (20,378)                    | (20,028)                    |
|                                                    | <hr/>                        |                               |                             |                             |
|                                                    | 362,536                      | 200,548                       | 563,084                     | 525,872                     |
| Administration                                     | (287,811)                    | (109,665)                     | (397,476)                   | (354,891)                   |
|                                                    | <hr/>                        |                               |                             |                             |
|                                                    | 74,725                       | 90,883                        | 165,608                     | 170,981                     |
|                                                    | <hr/>                        |                               |                             |                             |

### 3 Voluntary income - analysis by fund type

|                                            | <b>Restricted<br/>Funds<br/>2009<br/>£</b> | <b>Unrestricted<br/>Funds<br/>2009<br/>£</b> | <b>Total<br/>2009<br/>£</b> | <b>Total<br/>2008<br/>£</b> |
|--------------------------------------------|--------------------------------------------|----------------------------------------------|-----------------------------|-----------------------------|
| Donations and sponsorships                 | -                                          | 120,492                                      | 120,492                     | 153,057                     |
| Ripple Appeal for new building             | 232,870                                    |                                              | 232,870                     | 40,746                      |
| Children's Bereavement Project             | 2,195                                      |                                              | 2,195                       | 8,500                       |
| Legacies and bequests                      |                                            | 119,408                                      | 119,408                     | 345,366                     |
| Income from charitable trusts and industry |                                            | 33,264                                       | 33,264                      | 30,979                      |
|                                            | <hr/>                                      |                                              |                             |                             |
| Total voluntary income                     | 235,065                                    | 273,164                                      | 508,229                     | 578,648                     |
|                                            | <hr/>                                      |                                              |                             |                             |



# Treetops Hospice Trust

## Notes to the financial statements for the year ended 31 March 2009

### 3 Voluntary income - analysis by fund type (continued)

Analysis of income from charitable trusts and industry:

|                                         | 2009<br>£ | 2009<br>£     |
|-----------------------------------------|-----------|---------------|
| The Institute of Our Lady of Mercy      |           | 1,500         |
| Boulton Toll House & Poor Piece Charity |           | 100           |
| The Roger Vere Foundation               |           | 5,000         |
| The Cecil Rosen Foundation              |           | 200           |
| The Derbyshire Community Foundation     |           | 2,000         |
| The Thomas J Horne Memorial Trust       |           | 5,000         |
| The Sawley Charities                    |           | 500           |
| Zurich Community Trust UK Ltd           |           | 100           |
| Corporate (total)                       |           | <u>18,864</u> |
|                                         |           | <u>33,264</u> |

Analysis of Ripple Appeal donations:

|                                        |        |                |
|----------------------------------------|--------|----------------|
| Corporate & Groups                     |        | 51,756         |
| General Donations                      |        | 92,203         |
| Events                                 |        | 51,211         |
| <b>Trusts and Grants</b>               |        |                |
| Freemasons of Derbyshire               | 1,000  |                |
| Hospice Aid UK                         | 200    |                |
| The Carpenters Trust                   | 3,000  |                |
| The Clara E Burgess Charity            | 10,000 |                |
| The Dennis Alan Yardy Charitable Trust | 500    |                |
| The Edgar E Lawley Foundation          | 2,000  |                |
| The Fitton Trust                       | 250    |                |
| The Gray Trust                         | 500    |                |
| The Haremead Trust                     | 5,000  |                |
| The Inman Charity                      | 4,000  |                |
| The Lynn Foundation                    | 500    |                |
| The Ruffield Charitable Trust          | 2,250  |                |
| The Ryklow Charitable Trust            | 750    |                |
| The Sir John Eastwood Foundation       | 2,500  |                |
| The Sir John Sumners Trust             | 50     |                |
| The Thoresby Charitable Trust          | 200    |                |
| Toyota Manufacturing UK Ltd            | 5,000  |                |
|                                        |        | <u>37,700</u>  |
|                                        |        | <u>232,870</u> |

Analysis of Childrens' Bereavement Project donations:

|           |  |              |
|-----------|--|--------------|
| Anonymous |  | 2,195        |
|           |  | <u>2,195</u> |

# Treetops Hospice Trust

## Notes to the financial statements for the year ended 31 March 2009

### 4 Activities for generating funds - analysis by fund type

|                                               | Restricted<br>Funds<br>2009<br>£ | Unrestricted<br>Funds<br>2009<br>£ | Total<br>2009<br>£ | Total<br>2008<br>£ |
|-----------------------------------------------|----------------------------------|------------------------------------|--------------------|--------------------|
| Hospice Lottery income                        | -                                | 272,748                            | 272,748            | 263,068            |
| Shop sales                                    | -                                | 343,980                            | 343,980            | 313,156            |
| Catering                                      | -                                | 52,303                             | 52,303             | 51,584             |
| Other fundraising activities:                 |                                  |                                    |                    |                    |
| Support group donations from organised events | -                                | 4,370                              | 4,370              | 4,693              |
| Income from other clubs and organisations     | -                                | 21,190                             | 21,190             | 24,006             |
| Christmas appeal                              | -                                | 16,021                             | 16,021             | 15,085             |
| Car boot sales                                | -                                | 9,061                              | 9,061              | 8,121              |
| Light Up A Life                               | -                                | 14,667                             | 14,667             | 12,455             |
| Friends of Treetops                           | -                                | 7,628                              | 7,628              | 7,013              |
| Golf Day                                      | -                                | 3,619                              | 3,619              | 4,024              |
| Easter appeal                                 | -                                | -                                  | -                  | 10,138             |
| Recycling                                     | -                                | 1,280                              | 1,280              | 1,320              |
| Prize draw                                    | -                                | 14,665                             | 14,665             | 15,517             |
| Hospice events                                | -                                | 8,791                              | 8,791              | 21,258             |
| Ladies lunch                                  | -                                | 4,278                              | 4,278              | -                  |
| Wedding fayre                                 | -                                | 2,257                              | 2,257              | -                  |
| Miscellaneous                                 | -                                | 3,580                              | 3,580              | 3,750              |
|                                               | -                                | 780,438                            | 780,438            | 755,188            |

### 5 Investment income - analysis by fund type

|                   | Restricted<br>Funds<br>2009<br>£ | Unrestricted<br>Funds<br>2009<br>£ | Total<br>2009<br>£ | Total<br>2008<br>£ |
|-------------------|----------------------------------|------------------------------------|--------------------|--------------------|
| Interest received | -                                | 44,758                             | 44,758             | 18,212             |

# Treetops Hospice Trust

## Notes to the financial statements for the year ended 31 March 2009

### 6 Incoming resources from charitable activities

|                                                     | Restricted<br>Funds<br>2009<br>£ | Unrestricted<br>Funds<br>2009<br>£ | Total<br>2009<br>£ | Total<br>2008<br>£ |
|-----------------------------------------------------|----------------------------------|------------------------------------|--------------------|--------------------|
| Service agreements:                                 |                                  |                                    |                    |                    |
| Derby City PCT                                      | -                                | 357,186                            | 357,186            | 274,325            |
| Nottingham County Teaching PCT                      | -                                | 87,355                             | 87,355             | 73,555             |
|                                                     | -                                | 444,541                            | 444,541            | 347,880            |
| Other income:                                       |                                  |                                    |                    |                    |
| Education                                           | -                                | 7,969                              | 7,969              | 10,388             |
| Meals and refreshments                              | -                                | 9,785                              | 9,785              | 8,360              |
| Trustee membership fees                             | -                                | 420                                | 420                | 490                |
| NHS pension rebate                                  | -                                | 7,867                              | 7,867              | 7,656              |
| Miscellaneous                                       | -                                | -                                  | -                  | -                  |
|                                                     | -                                | 26,041                             | 26,041             | 26,894             |
| Total incoming resources from charitable activities | -                                | 470,582                            | 470,582            | 374,774            |

### 7 Cost of generating voluntary income

|                                 | Direct<br>2009<br>£ | Staff costs<br>2009<br>£ | Other<br>2009<br>£ | Total<br>2009<br>£ | Total<br>2008<br>£ |
|---------------------------------|---------------------|--------------------------|--------------------|--------------------|--------------------|
| Hospice lottery                 | 72,200              | 75,604                   | 34,061             | 181,865            | 186,553            |
| Shops                           | 13,369              | 143,315                  | 133,853            | 290,537            | 238,419            |
| Catering                        | 20,378              | 9,668                    | 1,401              | 31,447             | 31,855             |
| Ripple appeal (restricted fund) | -                   | -                        | 16,076             | 16,076             | 193                |
| Fund raising activities         | 24,076              | 105,150                  | 33,012             | 162,238            | 123,246            |
|                                 | 130,023             | 333,737                  | 218,403            | 682,163            | 580,266            |

Direct costs are those associated with providing the activity, for example, lottery prizes and shop cost of sales.

Other costs include depreciation, support costs and other indirect costs.

Included within fundraising activities is £81,998 in respect of the Ripple Appeal.



# Treetops Hospice Trust

## Notes to the financial statements for the year ended 31 March 2009

### 8 Charitable activities

|                       | Staff costs<br>2009<br>£ | Other<br>2009<br>£ | Depreciation<br>2009<br>£ | Total<br>2009<br>£ | Total<br>2008<br>£ |
|-----------------------|--------------------------|--------------------|---------------------------|--------------------|--------------------|
| Daycare provision     | 181,672                  | 56,080             | 3,511                     | 241,263            | 222,843            |
| Bereavement support   | 46,177                   | 10,570             | 936                       | 57,683             | 52,186             |
| Complementary therapy | 11,350                   | 15,541             | 351                       | 27,242             | 24,274             |
| Hospice at home       | 393,078                  | 58,031             | 6,669                     | 457,778            | 451,157            |
| Training              | 2,984                    | 5,130              | 234                       | 8,348              | 9,922              |
|                       | <u>635,261</u>           | <u>145,352</u>     | <u>11,701</u>             | <u>792,314</u>     | <u>760,382</u>     |

Support costs and volunteer costs have been allocated to charitable activities in proportion to the direct costs attributed to each activity. The relevant proportions are: Daycare provision 30%, Bereavement Support 8%, Complementary Therapy 3%, Hospice at Home 57% and Training 2%, the same as in the previous year.

### 9 Governance costs

|                  | Staff costs<br>2009<br>£ | Other<br>2009<br>£ | Depreciation<br>2009<br>£ | Total<br>2009<br>£ | Total<br>2008<br>£ |
|------------------|--------------------------|--------------------|---------------------------|--------------------|--------------------|
| Governance costs | <u>8,489</u>             | <u>3,470</u>       | <u>-</u>                  | <u>11,959</u>      | <u>15,293</u>      |

Other governance costs represent Trust audit fees, legal costs and the costs of an asbestos survey.

### 10 Total resources expended

|                                   | 2009<br>£    | 2008<br>£    |
|-----------------------------------|--------------|--------------|
| Total resources expended include: |              |              |
| Depreciation                      | 11,701       | 16,837       |
| Auditors' remuneration            | <u>2,990</u> | <u>2,938</u> |

# Treetops Hospice Trust

## Notes to the financial statements for the year ended 31 March 2009

### 11 Staff costs and trustee remuneration

No employee earned more than £60,000 during the year.

No trustees were paid any remuneration during the year. One trustee received travelling expenses of £59.

The average number of persons employed including part-time staff calculated on a full-time equivalent basis analysed by function was:

|                               | 2009      | 2008      |
|-------------------------------|-----------|-----------|
| Direct charitable             | 24        | 23        |
| Fund raising and publicity    | 18        | 13        |
| Management and administration | 2         | 2         |
|                               | <u>44</u> | <u>38</u> |

### 12 Tangible fixed assets - group

|                       | Freehold &<br>Leasehold<br>Property<br>£ | Fixtures &<br>Equipment<br>£ | Office<br>Equipment<br>£ | Motor<br>Vehicles<br>£ | Total<br>£     |
|-----------------------|------------------------------------------|------------------------------|--------------------------|------------------------|----------------|
| <b>Cost</b>           |                                          |                              |                          |                        |                |
| At 1 April 2008       | 361,465                                  | 100,136                      | 48,780                   | 14,195                 | 524,576        |
| Disposals             | -                                        | -                            | -                        | -                      | -              |
| Additions             | -                                        | 1,902                        | 1,995                    | -                      | 3,897          |
| At 31 March 2009      | <u>361,465</u>                           | <u>102,038</u>               | <u>50,775</u>            | <u>14,195</u>          | <u>528,473</u> |
| <b>Depreciation</b>   |                                          |                              |                          |                        |                |
| At 1 April 2008       | 53,936                                   | 76,342                       | 28,827                   | 6,211                  | 165,316        |
| On disposals          | -                                        | -                            | -                        | -                      | -              |
| Charge for year       | 6,151                                    | 7,842                        | 4,069                    | 1,996                  | 20,058         |
| At 31 March 2009      | <u>60,087</u>                            | <u>84,184</u>                | <u>32,896</u>            | <u>8,207</u>           | <u>185,374</u> |
| <b>Net book value</b> |                                          |                              |                          |                        |                |
| At 31 March 2009      | <u>301,378</u>                           | <u>17,854</u>                | <u>17,879</u>            | <u>5,988</u>           | <u>343,099</u> |
| At 31 March 2008      | <u>307,529</u>                           | <u>23,794</u>                | <u>19,953</u>            | <u>7,984</u>           | <u>359,260</u> |



# Treetops Hospice Trust

## Notes to the financial statements for the year ended 31 March 2009

The net book value of the group's tangible fixed assets represents:

|                               | Freehold &<br>Leasehold<br>Property<br>£ | Fixtures &<br>Equipment<br>£ | Office<br>Equipment<br>£ | Motor<br>Vehicles<br>£ | Total<br>£     |
|-------------------------------|------------------------------------------|------------------------------|--------------------------|------------------------|----------------|
| Direct charitable purposes:   |                                          |                              |                          |                        |                |
| Day care                      | 159,683                                  | 15,064                       | -                        | -                      | 174,747        |
| Other purposes:               |                                          |                              |                          |                        |                |
| Fund raising and publicity    | -                                        | -                            | 5,960                    | 5,988                  | 11,948         |
| Management and administration | 141,695                                  | 2,790                        | 11,919                   | -                      | 156,404        |
|                               | <u>301,378</u>                           | <u>17,854</u>                | <u>17,879</u>            | <u>5,988</u>           | <u>343,099</u> |

### 13 Tangible fixed assets - Trust

|                       | Freehold &<br>Leasehold<br>Property<br>£ | Fixtures &<br>Fittings<br>£ | Office<br>Equipment<br>£ | Total<br>£     |
|-----------------------|------------------------------------------|-----------------------------|--------------------------|----------------|
| <b>Cost</b>           |                                          |                             |                          |                |
| At 1 April 2008       | 361,466                                  | 77,964                      | 43,108                   | 482,538        |
| Disposals             | -                                        | -                           | -                        | -              |
| Additions             | -                                        | -                           | 1,995                    | 1,995          |
| At 31 March 2009      | <u>361,466</u>                           | <u>77,964</u>               | <u>45,103</u>            | <u>484,533</u> |
| <b>Depreciation</b>   |                                          |                             |                          |                |
| At 1 April 2008       | 53,936                                   | 58,703                      | 28,827                   | 141,466        |
| On disposals          | -                                        | -                           | -                        | -              |
| Charge for year       | 6,151                                    | 4,815                       | 4,069                    | 15,035         |
| At 31 March 2009      | <u>60,087</u>                            | <u>63,518</u>               | <u>32,896</u>            | <u>156,501</u> |
| <b>Net book value</b> |                                          |                             |                          |                |
| At 31 March 2009      | <u>301,379</u>                           | <u>14,446</u>               | <u>12,207</u>            | <u>328,032</u> |
| At 31 March 2008      | <u>307,530</u>                           | <u>19,261</u>               | <u>14,281</u>            | <u>341,072</u> |

The trustees are of the opinion that the open market value of the freehold property is in excess of its carrying value. It is not considered practical to quantify this excess.

The freehold and leasehold property comprises the building and grounds known as Treetops Hospice:

|                                              | 2009<br>£      | 2008<br>£      |
|----------------------------------------------|----------------|----------------|
| Initial costs                                | 260,964        | 260,964        |
| Subsequent improvements to freehold property | 96,660         | 96,660         |
| Leasehold property                           | 3,842          | 3,842          |
|                                              | <u>361,466</u> | <u>361,466</u> |

# Treetops Hospice Trust

## Notes to the financial statements for the year ended 31 March 2009

### 14 Investments

|                           | 2009<br>£ | 2008<br>£ |
|---------------------------|-----------|-----------|
| Wholly owned subsidiaries | 11,000    | 11,000    |

### 15 Debtors

|                                  | Group     |           | Trust     |           |
|----------------------------------|-----------|-----------|-----------|-----------|
|                                  | 2009<br>£ | 2008<br>£ | 2009<br>£ | 2008<br>£ |
| Service debtors                  | 46,193    | 19,967    | 43,425    | 14,951    |
| Amounts due from group companies | -         | -         | 575       | 1,597     |
| Prepayments and accrued income   | 20,879    | 35,613    | 6,720     | 22,476    |
| Other debtors                    | 2,932     | -         | -         | -         |
|                                  | 70,004    | 55,580    | 50,720    | 39,024    |

### 16 Creditors

|                                 | Group     |           | Trust     |           |
|---------------------------------|-----------|-----------|-----------|-----------|
|                                 | 2009<br>£ | 2008<br>£ | 2009<br>£ | 2008<br>£ |
| Trade creditors                 | 24,778    | 22,383    | 13,473    | 16,757    |
| Other taxes and social security | 19,061    | 16,371    | 19,061    | 16,371    |
| Other creditors                 | 1,821     | 1,747     | 1,821     | 1,747     |
| Accruals and deferred income    | 13,972    | 28,416    | 7,878     | 21,084    |
| Amounts due to group companies  | -         | -         | 46,004    | 45,181    |
| Lottery receipts in advance     | 48,603    | 48,342    | -         | -         |
|                                 | 108,235   | 117,259   | 88,237    | 101,140   |

### 17 Financial commitments

As at 31 March 2009 annual commitments under operating leases, all in relation to land and buildings, were:

|                   | 2009<br>£ | 2008<br>£ |
|-------------------|-----------|-----------|
| Under one year    | 28,030    | 18,100    |
| Two to five years | 26,500    | 37,556    |
| Over five years   | -         | 7,100     |
|                   | 54,530    | 62,756    |

# Treetops Hospice Trust

## Notes to the financial statements for the year ended 31 March 2009

### 18 Restricted funds

|                       | Ripple appeal<br>for new<br>building<br>£ | Daycare<br>refurb.<br>£ | Replacement<br>windows<br>£ | Equipment<br>£ | cont'd |
|-----------------------|-------------------------------------------|-------------------------|-----------------------------|----------------|--------|
| At 1 April 2008       | 68,756                                    | 6,055                   | 6,812                       | 471            |        |
| Donations             | 232,870                                   |                         |                             |                |        |
| Fund reclassification | 170,000                                   |                         |                             |                |        |
|                       | 471,626                                   | 6,055                   | 6,812                       | 471            |        |
| Costs                 | (16,076)                                  |                         | -                           | -              |        |
| Depreciation          | -                                         | (1,514)                 | (1,703)                     | (118)          |        |
| At 31 March 2009      | 455,550                                   | 4,541                   | 5,109                       | 353            |        |

|                       | Childrens'<br>Bereavement<br>Project<br>£ | Total<br>£ |
|-----------------------|-------------------------------------------|------------|
| At 1 April 2008       | 39,200                                    | 121,294    |
| Donations             | 2,195                                     | 235,065    |
| Fund reclassification |                                           | 170,000    |
|                       | 41,395                                    | 526,359    |
| Costs                 | (13,833)                                  | (29,909)   |
| Depreciation          | -                                         | (3,335)    |
| At 31 March 2009      | 27,562                                    | 493,116    |

Represented by:

|                                | Cash at bank<br>£ | Fixed assets<br>£ | Total<br>£ |
|--------------------------------|-------------------|-------------------|------------|
| Ripple appeal for new building | 455,550           | -                 | 455,550    |
| Childrens' Bereavement Project | 27,562            | -                 | 27,562     |
| Daycare refurbishment          | -                 | 4,541             | 4,541      |
| Replacement windows            | -                 | 5,109             | 5,109      |
| Equipment                      | -                 | 353               | 353        |
|                                | 483,112           | 10,004            | 493,116    |

# Treetops Hospice Trust

## Notes to the financial statements for the year ended 31 March 2009

### 19 Unrestricted funds

|                       | Total<br>£     |
|-----------------------|----------------|
| At 1 April 2008       | 808,225        |
| Movement in year      | 98,582         |
| Fund reclassification | (170,000)      |
|                       | <hr/>          |
| At 31 March 2009      | <u>736,807</u> |

### 20 Analysis of group net assets between funds

|                          | General<br>fund<br>£ | Restricted<br>funds<br>£ | Total<br>£ |
|--------------------------|----------------------|--------------------------|------------|
| Tangible fixed assets    | 333,096              | 10,004                   | 343,099    |
| Cash at bank and in hand | 440,844              | 483,112                  | 923,956    |
| Other net current assets | (37,132)             | -                        | (37,132)   |
|                          | <hr/>                | <hr/>                    | <hr/>      |
|                          | 736,808              | 493,116                  | 1,229,923  |
|                          | <hr/>                | <hr/>                    | <hr/>      |